

INVOICES AND CORRESPONDENCE TO BE MAILED BY THE MAIL ROOMS
INSERT "A"

NOTE: Pursuant to the provisions of Executive Memorandum of June 18, 1965, new Section 137.26 will become effective November 1, 1965, reading as follows:

137.26 ZIP Coding of Mail.

Addresses prepared in typewriting or handwriting on official mailings of Federal Agencies under 137.2 must include the ZIP Code number.

Effective January 1, 1967, this section will be changed to read:

137.26 ZIP Coding of Mail.

.261 Addressing. The address on all official mailings of Federal Agencies under 137.2 must include the ZIP Code number.

.262 Presorting. When there are 200 or more individually addressed pieces of any kind in a single mailing, they must be prepared in packages and sacks as prescribed in 134.43.

Section 134.43, Postal Manual, effective-
January 1, 1967.

.43 PREPARATION BY THE MAILER OF PIECES IN PACKAGES AND SACKS

.431 Package labels. Package labels are used to show the destination of a package when the destination cannot be determined by the arrangement of the pieces in the package or by the sack label. Paper slips may be used as the package label or the top piece or wrapper may be marked or stamped with the package label information required. Label information must be legible.

.432 Maximum Weight in a Sack. The total weight of pieces placed in one sack must not exceed 80 pounds.

.433 Sack Labels Furnished by Postmaster. When sack labels are furnished by the postmaster, the mailer must place his name on the back of each label.

.434 Unauthorized Sack Labels. Sacks with unauthorized labels, tags, or markings are not acceptable for dispatch.

.435 Addresses. The address on each piece must include the ZIP Code. Exceptions:

- a. The ZIP Code may be omitted from pieces bearing a simplified address as provided for by section 123.41; pieces presorted and bundled by the mailer to city, rural, or star carrier routes; and pieces presorted to five-digit ZIP Code destinations consisting of either a post office having one ZIP Code or the ZIP Code delivery unit in multi-ZIP Coded post offices.
- b. The lowest or principal ZIP Code assigned to a post office may be used on pieces addressed to any multi-ZIP Coded post office except those listed in 126.327. Mailers may obtain the lowest or principal ZIP Code for particular post offices from their postmaster.

.436 Packages and Sacks. When there are 10 or more individually addressed pieces to the destinations described in 134.436 a, b, c, d, and e, they must be securely wrapped or tied together as a package by the mailer (the mailer may package less than 10 pieces in the same manner). Packages must be sacked by the mailer when there are enough for the same destination to fill approximately one-third of a sack.

a. Five-digit ZIP Code delivery unit packages and sacks. A five-digit ZIP Code delivery unit is a post office having one ZIP Code or a Station or branch of the multi-ZIP Code post offices listed in 126.327.

- (1) **Packages.** The mailer must prepare packages of pieces addressed to the same five-digit ZIP Code delivery unit. The pieces in the packages must be faced in the same direction. It is recommended that packages be prepared for the five-digit ZIP Code delivery units of the other multi-ZIP Coded post offices which are not listed in 126.327.

(2) Sacks. Sacks containing five-digit ZIP Code delivery unit packages must be labeled in the following manner:

Philadelphia PA 19118
CIRCS
Fr J C Company Boston MA

b. Mixed city packages and sacks.

- (1) **Packages.** Pieces remaining for a multi-ZIP Coded post office after the five-digit ZIP Code delivery unit packages required by 134.436a(1) have been prepared must be made up as a Mixed City package. The packages must be labeled "Mixed City." The label may be omitted when the packages are placed in a city sack and the top piece in the package is turned or covered so that the individual address on the piece does not show, thereby indicating that the package is to be opened for distribution.
- (2) **Sacks.** Sacks containing mixed city packages plus any packages for five-digit ZIP Code delivery units not sacked as provided for by 134.436a(2) must be labeled in the following manner:

Philadelphia PA 191
CIRCS
Fr Jay Mailing Co Cincinnati OH

c. Sectional Center Facility (SCF) Packages and sacks

- (1) **Packages.** Pieces remaining for the post offices in a sectional center after the packages required by 134.436 a(1) and b(1) have been prepared must be combined into an SCF package and labeled "Mixed SCF." The label may be omitted when the packages are placed in a SCF sack and the top piece in the package is turned or covered so that the individual address on the piece does not show, thereby indicating that the package is to be opened for distribution.
- (2) **Sacks.** Sacks containing SCF packages, plus any packages for five-digit ZIP Code delivery units and mixed city packages not sacked as provided for by 134.436 a(2) and b(2) must be labeled in the following manner:

SCF Philadelphia PA 190
CIRCS
Fr Q Mailers Balto MD

d. State Packages and Sacks

- (1) **Packages.** Pieces remaining for a State after the packages required by 134.436 a(1), b(1), and c(1) have been prepared must be combined in a State package and labeled with the name of the State. The label may be omitted when the packages are placed in a State sack and the top piece in the package is turned or covered so that the individual address on the pieces does not show, thereby indicating that the package is to be opened for distribution.
- (2) **Sacks.** Sacks containing State packages plus any packages for five-digit ZIP Code delivery units, mixed city packages, and SCF packages not sacked as provided for by 134.436 a(2), b(2), and c(2) must be labeled in the following manner:

Kansas City MO DIS 640
Missouri CIRCS
Fr Star San Francisco CA

e. Mixed States packages and sacks.

- (1) **Packages.** All pieces remaining after the packages required by 134.436 a(1), b(1), c(1), and d(1), have been prepared must be combined in a Mixed States package and labeled "Mixed States."
- (2) **Sacks.** Sacks containing Mixed States packages must be labeled in the following manner:

Chicago IL DIS 600
Mixed States CIRCS
Fr Record Chicago IL